



OFFICE OF THE TOWN CLERK

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FOR IMMEDIATE RELEASE

PROFESSIONAL MUNICIPAL CLERKS WEEK April 30 - May 6, 2023

A Proclamation, issued by the Select Board on May 1, 2023 resolves that the week of April 30 May 6, 2023 is designated as " Professional Municipal Clerks Week."

Unanimously adopted by the Select Board, the Proclamation extends appreciation to all Municipal and Deputy Clerks for the services with which they provide their communities. Specifically, the Proclamation cites that the Clerk "serves as the professional link between the citizens, the local governing bodies and agencies of government at other levels."

The Proclamation was presented to Andrea Kohler signed by the Select Board. It also honors Municipal and Deputy Clerks for "continually striving to improve the administration of their duties through participation in education programs, seminars, workshops and annual meetings of their state, province, county and international professional organizations."

The International Institute of Municipal Clerks (IIMC), a professional association of City, Town, Township, Village, Borough, Deputy and County Clerks, sponsors Municipal Clerks Week. IIMC has 14,700 members throughout the United States, Canada and 15 other countries.

IIMC President Pamela Smith, MMC, and Legislative Administrator for Lee County, Florida, urges Municipal and Deputy Clerks to highlight the importance of their roles and functions and the impact the Municipal Clerk's office has on the public.

Professor William Bennett Munro, author of one of the first textbooks written on the topic of municipal administration, wrote, "No other office in municipal service has so many contacts. It serves

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the Mayor, the City Council, the City Manager, and all administrative departments, without exception. All of them call upon it, almost daily, for some service or information.”

The functions of the Clerk necessitate a thorough knowledge of law procedure, administration and interpersonal relations. IIMC further challenges Clerks to fervently pursue continuing education opportunities and professional networking to “establish [their] proper role as a member of the municipal executive team.”

Andrea has served as Exeter’s Town Clerk, since March of 2012 and has been a member of IIMC since 2013. Town Clerk Kohler is also very active in the New Hampshire City and Town Clerk’s Association, New England Association of City & Town Clerks, graduate from New England Municipal Clerk’s Institute and Academy, Certified New Hampshire Clerk, Athenian Dialogue Fellow, Certified Municipal Clerk and currently working towards becoming a Master Municipal Clerk.